

# **PARK COUNTY SHERIFF'S DEPARTMENT**

## **POSITION DESCRIPTION**

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### **POSITION IDENTIFICATION**

**Work Unit:** Park County Sheriff's Office

**Supervisor:** Park County Sheriff

**Current Classification:**

**Salary:** \$17.54 per hour

**Title:** Deputy Sheriff

**Full-Time -- One (1) year probationary period**

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### **POSITION SUMMARY**

This position is responsible for enforcing MCA 7-32-2121. Position primarily protects and serves the citizens of Park County and the State of Montana. Position is responsible for conducting public relations activities and participating in professional development opportunities.

### **COUNTY DIMENSIONS**

Area: 2626 square miles

Resident Population: Approximately 16,000

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(not limited to the following)*

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- Enforce state, federal laws and county ordinances.
- Candidate must reside in Gardiner Area after accepting position.
- Certified for Incident Commander for Search and Rescue or attain certification within 1 year of employment.
- Candidate must pass written, oral and physical exam.
- Provides customer service and answers inquiries via phone.
- Conducts and manages search and rescue activities.
- Patrols Park County.
- Serves warrants and civil papers.
- Certifiable to use law enforcement weapons as required.
- Writes reports, testifies in court, and conducts investigations.
- Assists the public.
- Assists any and all law enforcement agencies as needed.
- Performs other duties as may be assigned by the Sheriff.
- Individual is required to become a member of the Teamsters Union

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- Graduate of an accredited high school or the equivalent thereof;
- Be of good moral character
- Never been convicted of a felony
- Has not within 5 years immediately preceding his date of employment been affiliated in any manner with a subversive organization
- Agrees to be examined by a physician licensed to practice in the state of Montana within 30 days immediately preceding his date of employment

**CERTIFICATES LICENSES REGISTRATIONS**

- Valid Montana driver's license
- MLEA Certification (must obtain within 1 year of hiring date)

**OTHER SKILLS and ABILITIES:**

- Must be able to operate a computer and have good communication & people skills

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**SALARY/BENEFITS PACKAGE**

Starting salary \$17.54 per hour per union contract which includes a benefits package.  
Probation period is for 1-full year.

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**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must maintain a level of physical fitness which will allow him/her to perform required duties effectively. On a yearly basis, sworn officers are tested physically and must pass the yearly examination.

While performing the duties of this job, the employee is occasionally required to stoop, kneel, crouch, or crawl. On a frequent basis, the employee is required to sit, reach with hands and arms, walk, climb or balance, and taste or smell.

The employee must occasionally lift up to and/or more than 100 pounds.

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**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment may be loud.